

David Deane Associates Limited

Health and Safety Management

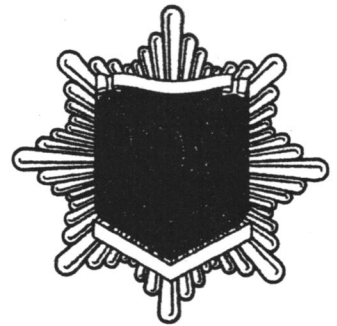
Pinewood Film Studios, Pinewood Road, Iver Heath, Buckinghamshire SL0 0NH.

Telephone

or

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DAVID DEANE ASSOCIATES

PRODUCTION COMPANY:

MOSTLY HARMLESS PRODUCTIONS LTD 07
'HITCH HIKERS GUIDE TO THE GALAXY'

ASSESSMENT CARRIED OUT BY:

D. DEANE

ADDRESS OF ASSESSMENT:

STAGE 7, ELSTREE STUDIOS, BOREHAMWOOD, HERTS

DATE OF ASSESSMENT:

14TH APRIL 2004

PROPOSED REVIEW DATE:

DURATION OF SHOOTING OR AS REQUIRED

DISTRIBUTION:

PRODUCERS, ALL HoD's, AON, H&S FILE

HAZARDS:

	HAZARD HARM POTENTIAL X Frequency x Severity = Risk Rating Low=Acceptable, Medium=Acceptable with some control, High=Unacceptable. Additional control measure to reduce risk.	
1	Fire	LOW
2	Electricity	LOW
3	Slip, trip and Falls.	MED
4	Working at Height.	MED
5	Means of Escape.	LOW
6	Fixed and Portable Power Tools.	LOW
7	Plant and High Reach Equipment.	MED
8	Combustible and flammable materials.	MED

PERSONS AT RISK:

Employees of Mostly Harmless Productions Ltd and any person working in, or visiting the location.

DURATION OF EXPOSURE TO RISK:

At all times during shooting.

CONTROL MEASURES IN PLACE:

- Only competent persons employed.
- Authorised persons only allowed access.
- Risk Assessment carried out.
- Means of detecting and raising the alarm in place.
- Emergency lighting in place.
- Unit Nurse to be available.

SIGNIFICANT ASPECTS OF THE RISK:

- Risk of falls from a height.
- Risk of electrocution.
- Risk of slip, trip and fall injuries.
- Risk of injuries caused by incorrect manual handling.
- Risk of fire from combustible materials used on set.
- Risk of injuries from plant and equipment used on set.



ACTION NEEDED TO CONTROL THE RISK:

- Give priority to controls which protect all workers rather than a number of individuals. For example, a reduced low voltage, site distribution system such as one which has 110V centre trapped to earth (110V C.T.E.), will ensure that if distribution cables are damaged the risk of fatal shock to anyone in the vicinity is virtually eliminated. (Electrical safety on construction sites HSG141).
- All Risk Assessments should be attached to call sheets.
- The walkways around set should not be obstructed with any equipment and means of escape should be maintained at all times.
- All personnel to be made aware of the importance of good housekeeping throughout this location.
- All personnel to be made aware of the hazards that exist and to receive adequate information, instruction and training as to a safe system of work which includes:
- Fire Action Procedures for the stage, the method of raising the alarm in an event of an emergency and means of escape.
- Correct manual handling of materials and equipment
- Where equipment needs to be transported to any scaffold platform all HoD's should ensure a safe system of work is followed.
- Where food preparation is to take place, the area should be cordoned off to authorised persons only. Recommend risk assessment to be carried out by the Props supervisor or the person responsible for the food preparation. Suitable and sufficient storage should be provided to protect any food that will be consumed from contamination.
- No LPG cylinders should be left in the stage overnight and removed from the building at the end of the day, locked and secured in a suitable location preferably a secure cage with the appropriate safety signage to be displayed conforming to Health and Safety (Safety Signs and Signals) Regulations 1996.
- Any flammable materials and substances, which may be used in the workshop, are to be stored in appropriate containers and cabinets and minimum amounts for one day's usage to be kept in working area. A secure store preferably located away from the main building to be used for storage of flammable materials.
- Recommended that a Fire fighter to standby at all material times during scenes involving naked flame suitable and sufficient fire fighting media – due to the combustible and highly flammable materials used on set
- Competent persons should stand by to supervise any special effects that are to take place and risk assessments or method statements detailing safe systems of work.
- All machinery should be maintained in accordance with the Regulations under Provision and Use of Work Equipment Regulations 1998.
- It is good practise any surface used as a raised working platform to have suitable and sufficient guardrail protection.
- Where any person is working at height above 2m guardrail or some other means of suitable and sufficient protection must be in place. See Risk Assessments for Working at Height and Mobile towers or copies held in the production office.
- Only properly trained, competent persons to drive or manoeuvre fork lift trucks or plant equipment. Copies of current certificates to be held by the Production Safety Office.
- All electrical cable runs should be safely routed away from walkways, escape routes and be protected from potential damage. Cables that unavoidably cross walkways require ramps or be secured down to help prevent trip hazards and cable damage
- All electrical equipment and tools to undergo a Portable Appliance Test (as defined in the Electricity at Work Regulations 1989) and carried out by a competent electrician with the appropriate records kept. All electrical cable runs should be safely routed away from walkways, escape routes and be protected from potential damage. Cables that unavoidably cross walkways require ramps or be secured down to help prevent trip hazards and cable damage.
- First Aid facilities to include Eye Wash Stations and suitably qualified person(s) to be available at all times during as per First Aid at Work Regulations 1981.
- Care to be taken when siting equipment and materials so as not to create potential trip hazards.
- Correct manual handling techniques to be adopted whenever lifting, moving or carrying materials and equipment. A safe system of work is to be established for transportation of materials and work pieces to 'other locations'.
- Provide suitable and sufficient PPE to EN standards for hazards involved and to include: hand, and other personal protective equipment, which may be required.
- All Heads of departments have a responsibility to ensure safe working practises in their departments and to advise the producer of any potential risk to Health & safety in order that remedial action can be taken in good time.
- The producer may appoint a responsible person as a safety officer to assist in the management of Health and Safety in order to assist him/her to comply with the law. The producer is ultimately responsible for safety and may be accountable in criminal or civil proceedings if found negligent. (The Health and safety At Work Act 1974).



WHO WILL TAKE ACTION:

Construction Manager and HoD's in conjunction with Safety Officer.

BY WHAT DATE:

As is reasonably practicable.

ACTION COMPLETED – DATE:

All appeared satisfactory.

SIGNED: _____

ON BEHALF OF MOSTLY HARMLESS PRODUCTIONS LIMITED

DATE: _____

14/4/04